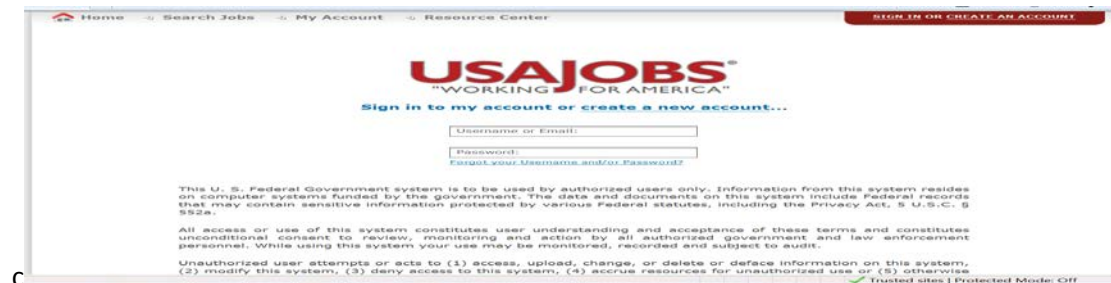


USAJobs.gov Search Agent Creation

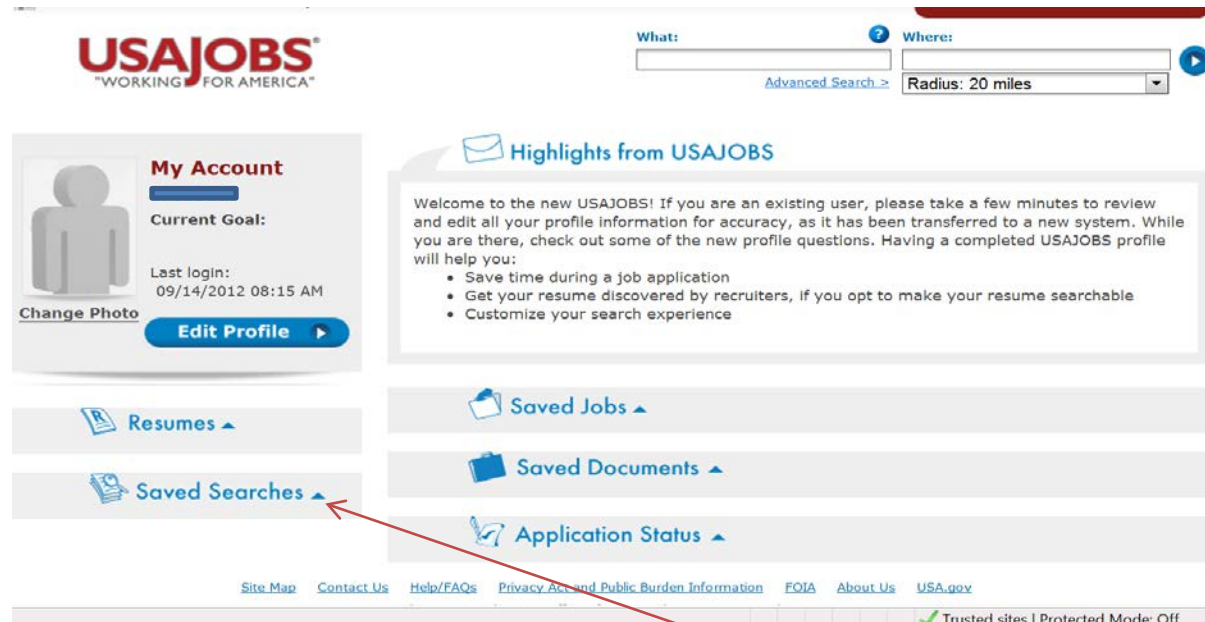
How to get the information about the jobs you want!

STEP 1

Go to the USAJobs.gov website, Sign in or create a new account.



STEP 2



To locate the Create a Saved Search button, click the Saved Searches button.

STEP 3

Then click Create a new saved search button.

The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links: Home, Search Jobs, My Account, and Resource Center. On the right, a user is logged in, indicated by 'Welcome [username] | Sign out'. Below the navigation bar, the USAJOBS logo is displayed with the tagline 'WORKING FOR AMERICA'. To the right of the logo, there are search filters: 'What:' and 'Where:' input fields, an 'Advanced Search >' link, and a 'Radius: 20 miles' dropdown menu. The main content area is divided into two columns. The left column contains the 'My Account' section, which includes a user profile icon, a 'Change Photo' link, and an 'Edit Profile' button. Below this, there are links for 'Resumes' and 'Saved Searches'. The 'Saved Searches' link is highlighted with a red arrow pointing to a button labeled 'Create a new saved search'. Below this button, it says 'You have created 0 of 10 possible'. The right column contains a 'Highlights from USAJOBS' section with a welcome message and a list of bullet points: 'Save time during a job application', 'Get your resume discovered by recruiters, if you opt to make your resume searchable', and 'Customize your search experience'. Below the highlights, there are links for 'Saved Jobs', 'Saved Documents', and 'Application Status'.

STEP 4

Fill in the blank boxes. If there is a question about what you should input, click on the Blue Question Mark. NOTE : There are no * for any of the fields. Mark as many or as few as you like. However the more specific you are the better match you will get. Student pay grades range from 04 to 11.



Create A New Saved Search

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Keyword Search ?

(e.g.: Job Title, Agency Name, Job Announcement #, Control #)

Title Search ?

Series Number Search ?

Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers). When entering multiple Series Numbers please separate them with a semicolon (;).

Pay Grade (GS) ?

-- SELECT -- To -- SELECT --

Or

Salary Range ?

From -- SELECT -- To -- SELECT --

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.

Location Search ?

Show locations for this region:

United States

State/Territory/Region

United States
Alabama
Alaska
American Samoa
Arizona
Arkansas
California

Then Locale(s)

Click buttons to add/remove

Add >>

<< Remove

☐ Show locations for Open Jobs only

Agency Search ?

Choose Department

- Department Of Transportation
- Department Of Veterans Affairs
- Executive Office Of The President
- General Services Administration
- Judicial Branch
- Legislative Branch
- National Aeronautics and Space Administration

Then refine your agency choice

- Ames Research Center
- Dryden Flight Research Center
- George C. Marshall Space Flight Center
- Goddard Space Flight Center
- Headquarters, NASA
- John C. Stennis Space Center
- John F. Kennedy Space Center

Click buttons to add/remove

John F. Kennedy Space Center

Add >>

<< Remove

Occupational Series ?

- ☐ Motion Picture Developing/Printing Machine Operating (9004)
- ☐ Motion Picture Projection (3910)
- ☐ Motor Carrier Safety (2123)
- ☐ Motor Vehicle Operating (5703)
- ☐ Munitions Destroying (6505)
- ☐ Museum Curator (1015)
- ☐ Museum Specialist And Technician (1016)
- ☐ Music Specialist (1051)
- ☐ Naval Architecture (0871)
- ☐ Navigational Information (1361)
- ☐ Negative Engraving (4413)
- ☐ Night Cook And Baker (9978)
- ☐ Non-Destructive Testing (3705)

Applicant Eligibility ?

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)?
- In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an [excepted service](#) position covered by an [interchange agreement](#), or
- Eligible for [reinstatement](#)?
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

☐ Yes ☒ No

Show only Senior Executive Service postings? ?

☐ Yes ☒ No

Exclude postings for jobs open longer than 30 days? ?

☐ Yes ☒ No

Sort Results By

☒ Key Word Relevance ☐ Date

Type of Work ?

- ☐ Permanent
- ☐ Temporary
- ☐ Term
- ☐ Detail
- ☐ ICTAP Only
- ☐ Student

Work Schedule ?

- ☐ Full-Time
- ☐ Part-Time
- ☐ Shift Work
- ☐ Intermittent
- ☐ Job Sharing
- ☐ Multiple Schedules

Show Jobs Posted:

All Jobs

Save this search

Create up to ten saved searches to find jobs matching your specific criteria. They'll search around the clock and email you the results.

*Name your Saved Search:

How often do you want to Receive E-mail Notifications? ?

☐ Daily ☒ Weekly ☐ Monthly ☐ None

Save Search ▶

Save and Run ▶

Reset Form ▶

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

STEP 6

The more specific you are in your search criteria, the closer you will be to the ideal job you are looking for.

Student Programs Occupational Series codes end in 99: 0399 Administrative, 0899 Engineering. Do Not select 0819 if you are looking for a student program job announcement.

USAJOBS
"WORKING FOR AMERICA"

What: Where: [Advanced Search >](#) Radius: 20 miles

Saved Searches

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then e-mail you when there are new jobs entered into the database that meet your specifications. You may employ up to 10 Saved Searches.

Saved Search 1:	test only	Date Posted: 9/19/2012
	View Edit Delete	

[Create a new saved search ▶](#)

You have created 1 of 10 possible saved searches.

Tips on Managing Your Saved Searches

View: This option will conduct a job search based on your saved criteria. Please note that there may be jobs that appear in these results that have not been emailed to you. These jobs are ones that are close to the location(s) you have selected and that match your other criteria

Trusted sites | Protected Mode: Off

You have the option to create ten (10) searches, the more you create the better chance you find that ONE job you really want.